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STAFF ADVISORY COUNCIL

MINUTES WILL BE APPROVED AT NEXT MEETING

OSU STAFF ADVISORY COUNCIL MINUTES

January 14, 2004 412 Student Union 1:15 PM

Present: Beeler, Blackburn, Brooks, Carpenter, Collins, Condit, Dark, Ford, Gedon, Hoffman, Kelley, Livsey, Miller, Peters, Phelan, Rogers, Sanmann, Shields, Tanner, Thomason, Welliver, West, Whitmore, Williams, Wyant

Absent: Barber, DeBock, Garner, Hunt

Sheryl called the meeting to order and Lisa Collins called roll.

Sheryl asked for the approval of the December minutes. There was one correction to the minutes, Sheryl asked that the notes from December reflect the Awards & Recognition committee report to include A & R's decision on not allowing breaks in service to affect services pins. Services pins will be issued on a "continuous service" basis. A motion was made to amend the December minutes, seconded, and approved by a voice vote.

There were no changes to the Agenda.

E-Group Update – Dr. Joe Alexander, President, EREDF, Education Research & Economic Development Foundation

EREDF began as the Education Research Foundation. The university had large contracts whose expenditures could not be handled by the university system such as NASA. While the foundation is separate from OSU and is governed by a different board of directors, the Chair of that board is President Schmidly; Vice Chair is Provost Marlene

Strathe, and Treasurer is Dr. Bosserman, there is a close working relationship with the university.

In the beginning of ERF there was not a lot going on. Three people would change that. Chancellor Paul Risser, Governor Brad Henry and OSU President David Schmidly. All three were interested in economic development. The Governor charged the universities with playing a lead role in economic development in the state of Oklahoma. President Schmidly elected to expand the duties of ERF to include economic development. The mission of EREDF is to develop economic plans for North Central Oklahoma by attracting new business and new industry to Oklahoma. EREDF also runs the research park West of Stillwater. A new 2-story building is being built in which the first floor will be used to attract out of state companies. EREDF is coming up with innovative ways to attract businesses to Stillwater, preferably high tech companies. One company that is already at the research park is Nomadics. They have developed what is called "sniffer technology" which among other things, helps detect land mines. The second floor will be rented out to OSU to research labs. EREDF also oversee special events. Dr. Alexander and EREDF is in charge of all legislative affairs and works with a lobby group in Washington D.C. as well as working with the state legislature.

There are 3 principal areas that President Schmidly wants to focus on for OSU for the New Year. The first would be to ensure that enough money would be had to cover mandatory costs, such as insurance. The second would be a salary program for faculty and staff. The third would be the Agriculture Extension Program and how to adequately fund without it coming out of OSU's budget.

Governor Henry's EDGE (Economic Development Generating Excellence) initiative came up with 4 bold recommendations to move Oklahoma forward economically.

- 1 billion dollars to attract outside companies
- Efforts to make Oklahoma a healthier state
- Improving Oklahoma schools
- Improving Oklahoma business climate

Many searches on campus, VP of Multi-cultural affairs, also 4 dean searches are in progress, Library, Vet Med, Graduate School, and College of Arts & Sciences.

Report of University Committees

Emergency Response Plan – Don Pierce, Director, Environmental Health Services

The events of 9-11 have mandated a number of Federal and State laws requiring the development of emergency response plans. This is an unfunded mandate. The Stafford Act, enacted in June 2002, requires states and it entities to develop a plan to expedite the rendering of aid, assistance and emergency services, reconstruction and rehabilitation of devastated areas in the event of a natural or man-made disaster.

OSU had done a risk assessment on what could possibly happen that would be considered devastating. The number one threat is fire, due to the many chemical labs on campus. The second is chemical release. The third is natural disaster such as tornados. Until the ice storms of 2002-2003 they had not thought about the affects of such a disaster would have on our campus. The university was in the process of developing this plan when the Governor declared Payne County a disaster area, OSU

applied for funds and because of the plan, qualified for funds. Some of those funds helped the university during the ice storm.

The purpose of the Emergency Response Plan is to restore the university to operating normalcy. In the event of a tornado hitting Stillwater and campus, University officials would make an assessment of the injured and any property damage. If the city and campus were to both suffer damage, it is anticipated that the majority of available outside resources would go to the City of Stillwater first. The plan would determine who would do what, when they would do it, who would supply the funds, where would the victims be placed, and how things would be put back on line.

In the process of developing this plan a consulting firm was hired. Then the Bio Terrorism Act, enacted in June 2002, stated that biological agents used on this campus had to be dealt with. This had to be incorporated into the ERP (Emergency Response Plan). When the State of Oklahoma, in response to the Stafford Act, mandated all colleges should develop an ERP, OSU already had one in effect.

The plan simply states who are the individuals that would be assembled to make decisions in the event of a disaster. Individuals from every key area on campus would be needed. Areas include University Health Center, Student Affairs, and Public Information. Dr. Lee Bird is the Chief of Operations, and John Houck is the Director of Emergency Operations.

President Schmidly has signed and authorized the plan. The next step was to test the plan. The first test was a tabletop exercise using a tornado as an example. Someone from Oklahoma Emergency Management Agency facilitated the exercise. The second test was also a mock tornado disaster. The third exercise was a mock chemical spill on campus. All three drills were successful.

In addition to the ERP for campus, it was determined that there were not enough people on campus to respond to emergencies. FEMA has a plan for CERT (Civilian Emergency Response Team). This CERT program is a 32-hour training program in 1st Aid, Search & Rescue, and fire extinguisher training. 40 staff members have been trained thus far. At least 100 people are needed as part of the CERT program. Volunteers are needed. The City of Stillwater is very interested in this program for the simple fact that in the event of an emergency, individuals would be needed that live in the Stillwater area. The Oklahoma Emergency Management Agency dispenses FEMA funds so the ERP must follow the same guidelines. Already approved by President Schmidly, the next step is to send it to the OEMA for their approval. OSU is the only university in the State of Oklahoma that has a plan.

All Deans and Department heads will be receiving a copy of the plan, but will not be receiving the Bio Terrorism plan due to its nature. If anyone is interested in volunteering for CERT, please contact Don Pierce or Juanita Phelan.

Flexible Compensation Benefits Committee – Billie Blackburn

Members Present: Blackburn, Harrison, Hunt, Lehenbauer, Morris, Raff, Reed, Shull, and Stromberg

Members Absent: Cooper, Fox, Hare, Poole

Ex Officio, Ad Hoc Members and Guest: Matoy, Oehrtman, Payne, Purdie, and Westhaus

Terry Lehenbauer called the meeting to order.

1. The **agenda** was approved as amended by Lehenbauer.

2. A draft of the **November minutes** was distributed. A motion to approve the minutes was made and seconded. Motion was approved.
3. **Update from HR** - Met with OSEEGIB officials. When asked about the opportunity for OSU to offer other dental plans, they said that we would have to withdraw from the State Plan before that would be an option. Anne also distributed a list of participating dentists.

Alternate ID Numbers were also discussed. They are trying but the number of providers they work with makes it more difficult. Oehrtman suggested that the Oklahoma DL # could be a quick change.

Enhancement of Retirement Education - Anne distributed information on plans for the Benefits Fair. Raff asked if the information would be out ahead of time for employees to make plans to attend. Anne said it would be disseminated in several different ways, News You Can Use, Pay Advices, etc. Shull asked if HR could ask for proposals for sessions from the College of Business. Matoy said they would accept proposals from anyone. Oehrtman said that he doubted that you would receive any proposals because they would be looking at the liability issue. Shull said it would just be sessions giving out basic information or general education. Matoy said that it is their hope that those type of sessions will be offered. HR asked for proposals from our current vendors and the proposals will be evaluated to see if they would be of value or not. Matoy also asked for volunteers to assist in evaluating the proposals for educational sessions.
4. **Wellness Proposal** - McCrory distributed a Wellness Proposal that is more specific than what was discussed previously. He answered questions and clarified items. The Wellness Proposal will be back on the agenda in January for further action.
5. **Retirement Task Force** - Have made progress on the Final Report.

Legislative actions for the upcoming year - - Ingmire has introduced a bill that is on the Website. HR continues to meet with Tommy Bevers and OTR's actuaries. The actuaries are doing cost studies on fixing the formula and getting out. They think that they will have those numbers before too long. Things are moving but it is still too early in the Legislative session for much news. Raff mentioned that an update to Faculty and Staff could be helpful because not everyone knows about the efforts you put forth on our behalf.
6. **Cafeteria Plan Task Force** - We met yesterday and discussed the **PTO (Paid Time Off) Plan** shell we had started on previously. Is this still the way we want to go? Is this the highest priority for the University - - benefits/salary? How do we handle faculty?

There is still an interest in a **Sick Leave Pool**.

Raff shared that the Budget Committee of Faculty Council will be sending out a survey next month. When it is finalized we will share information with the Cafeteria Plan Task Force. Payne asked if it could be partnered with SAC and sent to staff also.

6. **Retirement Investment Options Subcommittee** - Shull reported that the subcommittee is finished with their first task. Information about their decision was distributed. The recommendation of the subcommittee was approved. The 19 different funds should be available by February.

8. **New Business** - Faculty Council asked Shull to ask FCBC to collect cost data. That is outside the Committee's charge.

Meeting adjourned.

Future meeting date -

January 21 @ 3:00 p.m. in the Wellness Center

Faculty Council Report – Hank Welliver

Hank's report included some of the following items:

- Faculty Council Budget Committee has been reviewing a proposed centralized fee structure
- A separate "bullying" policy evaluation has been dropped due to other applicable policies in existence.
- Dr. Wiggins and Dr. Heintze gave an update on the progress of the new website and e-mail changes.
- The TIAA-CREF recommendation was passed unanimously. This recommendation reads:

The University Flexible Compensation Benefits Committee recommends to Vice President Bosserman that the policies regarding employee access to TIAA-CREF vested accounts be changed to permit access by all employees to these funds in the manner best suited to their particular financial situation. We recommend that the internal University rule requiring separation of the employee from the University as a condition for release of TIAA-CREF funds be eliminated.

- Dr. Raff gave a report and slide show presentation on the OTRS retirement issue and how employees are affected.
- Members of the Faculty Council expressing their concerns regarding the retirement issue have sent a letter to Governor Henry.

Branch Campus Reports

OSU-COM – Jan Barber – Could not attend but sent following report

The **College and Community Relations Committee** coordinated the Angel Tree project for our adopted school, Eugene Field Elementary. We accepted 110 names of children from kindergarten to fifth grade for which to purchase gifts. Each child

received 2 to 4 gifts each for an estimated total dollar amount of \$2750. We also participated in the Reaching Hands Wish List program and provided gifts for 35 elderly and disabled people for an estimated total dollar amount of \$750.

The **College and Community Relations Committee** is also working with our adopted school's Mentoring Program. We have 23 OSU employees in the program who each have a child assigned to them. They meet with the child 3 to 4 times a month to have lunch, read to them, or work on whatever the teacher suggest the child needs. Eugene Field School is 98% poverty level. In support of this program, Dr. Fernandes, President and Dean of OSU-CHS announced that any OSU-CHS employee participating in the Mentoring Program could take up to two hours per month with pay to be with the child.

Our **Award and Recognition Committee** is accepting applications for our annual Staff Council Scholarship Fund, whereby we award \$200 to recipients to assist with college expense. Last year six employees applied and each received \$200.

OSU-Okmulgee - No Report

OSU-OKC – No Report

OSU-Tulsa – No Report

Report of Standing Committees

Awards & Recognition – Trisha Gedon

Our group decided to mail out years of service pins to off-campus staff. Trish took the Vet-Med pins to Sheryl for her to distribute. The rest of the pins will be available at the Staff Appreciation Day picnic on April 16. We will talk w/ the PR committee about putting this information on the flyers, tickets, invitations, etc.

We have planned a couple of tentative menus. We will get both menus sent out for bid. Depending on the cost, we will have either BBQ brisket sandwiches, potato salad, baked beans and cookies like last year, or a choice of turkey, roast beef or ham sandwiches, with chips, pasta salad and cookies. We're working on getting pop/bottled water donated to help bring down the cost of the meal.

We have the specs for the Years of Service pins. We need to get this sent out for bid since our contract w/ TerryBerry expired this year.

Policies, Benefits and Budget – Leslie Miller

Performance Evaluation Forms – PB&B committee has finalized our performance evaluation forms. We now have three forms:

- A standard evaluation form for employees without supervisory duties

- An expanded evaluation form for managers and supervisors, and
- A shorter, optional form that can be used or modified by departments wanting to offer employees an opportunity to evaluate their supervisors

We would like to recommend that these be provided as an alternative to the form currently provided on the Human Resources website.

Performance Evaluation Form Recommendation:

Staff Advisory Council hereby recommends that Administration make the SAC Performance Evaluation Forms available for use as an alternative to the current form available for download online from the OSU Human Resources Website.

There are three forms:

- *A standard evaluation form for employees without supervisory duties*
- *An expanded evaluation form for managers and supervisors, and*
- *A shorter, optional form that can be used or modified by departments wanting to offer employees an opportunity to evaluate their supervisors*

There are several differences between these forms and the form currently provided:

- *The definitions of the 1-5 rating scale have been changed and a “not applicable” option added.*
- *Any rating of 1 or 5 requires an explanation for that rating in the comments section.*
- *There are six categories with specific items used for the evaluation. The six categories are:*
 - *Job knowledge/technical skills*
 - *Quality/quantity of work*
 - *Initiative/judgment*
 - *Dependability/self-management*
 - *Communication/teamwork*
 - *Innovation and change*

Within the categories are specific items to be evaluated, for example: “Follows procedures.”

- *The supervisors and managers evaluation form is expanded to include three additional categories:*
 - *Leadership*

- *Program/project management*
- *Personnel management*

(Evaluation of specific supervisory skills was one item that the committee strongly felt needed to be addressed in an evaluation form.)

- *There is an additional “Job Function Specific to Position” section that can be used to expand the evaluation if so desired. It is hoped that this can/will be expanded if necessary, particularly if the form goes online in a PDF or electronic format that can be filled out online.*
- **We specify a 30-day deadline for copies of the evaluation to be provided to employees. We also specify that a copy must be provided upon request. Over the years, the PB&B committee has heard numerous complaints about employees not receiving copies of their evaluations, or receiving them months after the fact, or not receiving a copy when it was requested. We felt it was important to include a deadline. Additionally, we felt it was important to include the “upon request” in order to accommodate those few employees who might wish to make a rebuttal or add comments. This would be very difficult for them to do in the ten-day time frame if they did not receive a copy of their evaluation within those ten days.**
- *In the instructions, we encourage evaluators to inform employees of their right to add comments or a rebuttal to their evaluation.*

A motion was made to pass the evaluation form recommendation on to personnel. This motion was seconded and approved by a show of hands, which passed with one abstaining.

Definition of Continuous Service – It was decided by the committee to recommend changing OSU’s definition of “continuous service” to include a 30 calendar day separation period

Continuous Service Definition Recommendation:

Staff Advisory Council hereby recommends that Administration make changes to the following OSU policies in regards to the definition of “continuous service.” The recommended changes are underlined.

Policy 3-0725 Attendance and Leave for A/P Staff

3.03 In applying these policies and procedures, continuous service for A/P staff personnel shall be defined and construed as employment at the University without a break in service longer than 30 calendar days. (This interpretation of continuous service shall have no effect on the rules and regulations of the Oklahoma Teachers’ Retirement System.)

Policy 3-0705 Attendance and Leave for Classified Staff

2.03 Continuous Service

a. In applying these rules, continuous service shall be construed as employment at the University without a break in service longer than 30 calendar days. (This interpretation of continuous service shall have no effect on the rules and regulations of the Oklahoma Teachers’ Retirement System.)

The intent of this recommendation is to provide incentive (and a brief window of opportunity) for former OSU employees to return to OSU without loss of their prior leave accrual rate and accumulated sick leave. Administration may need to make additional changes to these policies to ensure consistency with this new definition.

Regarding the Continuous Service Recommendation, A motion was made to pass on to administration, was seconded and approved by a show of hands. There was no discussion.

TIAA-CREF Access – Flex Benefit Committee and Faculty Council have both passed recommendations that OSU should drop the internal rule requiring separation of the employee from the university for release of TIAA-CREF funds.

TIAA-CREF Recommendation:

Staff Advisory Council hereby recommends to Administration that the policies regarding employee access to TIAA-CREF vested accounts be changed to permit access by all employees to these funds in the manner best suited to their particular situation. We

recommend that the internal University rule requiring separation of the employee from the University as a condition for release of TIAA-CREF funds be eliminated.

The recommendation was discussed, a motion made to move, seconded and approved by a show of hands with one abstaining.

Dismissal Procedures – Per request, the PB&B committee is exploring the differences between Classified Staff and A&P dismissal procedures as stated in policies 3-0710 and 3-0726. As it currently reads, there are specific causes that justify dismissal of classified employees (such as theft, sleeping on the job, conviction of an offense involving moral turpitude, etc.) whereas A&P personnel are employed “at the pleasure of the appropriate Dean, Director, or Department Head, and at the pleasure of the Vice President, the President, and the Board of Regents for the University.” No justifiable causes for dismissal are spelled out. At this point, we’re still discussing the issues, but we’re not certain we’re entirely happy with either policy. For example, while there is a grievance policy (3-0746) referenced to cover appeal procedures after someone has been dismissed, there doesn’t appear to be any procedures to be followed by the employer prior to dismissing someone. There is no discussion of probation or evaluation of performance in either policy.

Changes to Sick Leave Policy - A constituent contacted PB&B committee about recent changes to OSU’s Sick Leave Policy, specifically section 4.01, Extended Sick Leave Accounts. Essentially, as of July 1, 2003, amounts of sick leave that accrue each pay period that are in excess of the 1600 hour maximum for regular sick leave will be transferred to an “Extended Sick Leave Account,” and employees who became members of the Oklahoma Teachers’ Retirement System (OTRS) prior to July 1, 1992, may be able to apply unused sick leave to receive additional service credit for OTRS retirement benefits. This possibility of additional service credit is governed by rules and regulations of OTRS and is not awarded or regulated by Oklahoma State University. However, this Extended Sick Leave Account will be reported to employees as part of the Annual Total Compensation Report.

The constituent had several concerns about this policy.

- First, the constituent felt that this policy was discriminatory in that, by implementing the policy, the university is essentially providing a better benefit package to employees who enrolled in OTRS prior to July 1, 1992 than those employees who did not. The OTRS people get to take advantage of “extended sick leave” whereas the other employees don’t.
- Second, the constituent asked this: If the Extended Sick Leave Account has “no cash or actual sick leave value other than as indicated for OTRS purposes,” why is OSU reporting this leave on employees’ Annual Total Compensation Report? It could be quite confusing to some employees who won’t understand why they can’t draw from their “Extended Leave Account.” If it’s not considered a benefit (see bullet above), why is OSU reporting it on employees’ individual compensation reports?

- Thirdly, the constituent thinks that the policy may irritate employees and what may be well intended by administration may end up in court battles for allowing a certain group of employees to access their Extended Sick Leave Accounts while others are excluded.

PB&B is still discussing this issue and has not determined to take any action on it at this time. Please contact any committee member if you have any input.

Public Relations – Hank Welliver

Hank made a request for volunteers for the upcoming New Employee Orientation.

Rules & Procedures – Donna Whitmore

The committee continues to work on the By Laws and the Constitution. Kathie Tanner pointed out that the Treasurer was not listed as a member vacancy in the Bylaws. Bylaws may be amended or changed by a vote of the Council during a regular meeting. They are also working on the nomination forms for new council members. At the next meeting, Donna will bring a list of members who are eligible to run again.

New Business - Sheryl Beeler

Randy Kelley from Fire/Safety EHS Dept. was welcomed. He will replace Kathy King in the Business and External Relations vacancy.

Stacy Estus resigned in December 2003 and Tara Gladden is interested in filling that vacancy. Tara is from Fire Protection Publications. Tara has written a letter to SAC stating her interest and would consider serving on SAC a wonderful opportunity both professionally and personally. She has worked for the university since February 1997. She feels that by serving on the council she would learn more about the university as a whole and feels she has a great perspective as a classified employee. A recommendation to approve Tara for the Academic Affairs & Research division vacancy was made, seconded and voted in favor to be seated in February.

There is one vacancy left by Christi Bunney in the General University Division. A motion to wait to fill this vacancy until the new term was made, seconded and passed by a voice vote.

Announcements:

Duane is working on organizing the Scholarship Selection Committee and needs volunteers. If there are no volunteers, each committee chair shall appoint a member to serve.

The trip to the Cotton Bowl was great. Sheryl thanked the administration for the invitation to attend and appreciated the efficiency and good planning of the trip.

Meeting was adjourned.

